

## WORKING PAPER

Technical Staff  
Significant Items - Week of 27 November 1978

25X1 1. Implementation of Executive Order 12065 was to be initiated Friday, 1 December. The E.O. provides direction for classifying and marking of federal documents and products. CIA gave further guidance in [ ] as to how implementation of the E.O. was to be conducted within CIA and NFAC entered the picture with another set of guidelines as did the DDS&T, DDA, and DDO. Not to be outdone, I put together what I hope is a more directly applicable guide for the Office. [ ]

25X1 Until the dust settles around the classification and marking procedure, I will be reviewing all OIA classified products on a case-by-case basis with the Division, Group, or Branch managers and secretaries to insure compliance with the Executive Order. I don't believe that simply publishing a memo would adequately address the complexities of the new system. The case-by-case review also permits questions to surface more readily and should bring to light ambiguities in any of the guidelines published thus far. [ ]

25X1 In approximately 3-4 weeks I would like to give a structured presentation to all OIA management and secretaries covering the E.O. implementation. This delay will allow me to incorporate changes, problems, and examples that will arise during the period. [ ]



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3. [ ] briefed the Introduction to Imagery Analysis Course presented to OER and General Palmer from the NFAC Senior Review Panel on our mensuration capabilities. Both briefings were well received. [ ]

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4. Ron and Charlie are looking into possibly modifying our existing light tables to reduce ambient light by using more and smaller grids. This would also result in a considerable saving in energy consumption. More on this later if the modifications prove feasible. [ ]

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Acting Chief, Technical Staff  
Office of Imagery Analysis